



Creating Basic Step-by-Step Commands

Relative to Dragon NaturallySpeaking and Dragon Medical versions 7.0 and above.

Description

At times it is desirable to be able to create a custom verbal command that executes a series of keystrokes to accomplish a specific productivity task by voice.

Such a command can be created by using the Dragon **Macro Recorder**, **Step-by-Step**, or **Advanced Scripting** custom command options. The easiest, fastest and most reliable option for most Dragon users with little or no programming background is the Step-by-Step command type.

This document reviews the essential steps for creating simple Step-by-Step commands that can accomplish more than 95% of the workflow automation needs for most Dragon NaturallySpeaking or Dragon Medical users.

Overview

Creating Step-by-Step commands is as simple as 1-2-3:

1. **Keystrokes:** Determine the exact series of keystrokes that reliably accomplish the desired task. Test the keystrokes using the keyboard to make sure the keystroke sequence works in any reasonable situation.
2. **Name:** Determine what you would like to say to launch the desired action. The name should consist of words and/or acronyms that Dragon knows.
3. **Create the command:** Use the MyCommands editor to create the command that generates the desired keystrokes.

Steps 1 and 2 are up to you. This document covers step 3.

Step 3, Creating the Command

Start the MyCommands Editor using one of the following methods:

1. **By voice:**
"Add new Command"
2. **By Mouse/Keyboard/Voice:**
DragonBar, Tools, Add New Commands ...
- or -
Command Browser, Script Mode, New

The **MyCommands Editor** dialog box should be displayed.

MyCommands Editor Dialog Box

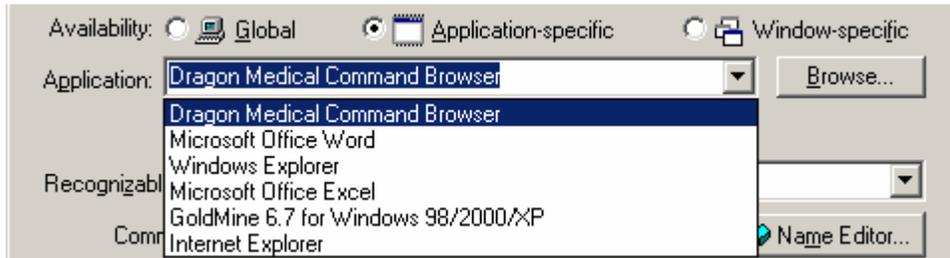
MyCommand Name: What you will say, for example, “Print two copies”.

Use words that Dragon knows (words that are included in the **Vocabulary Editor**). Dragon will also recognize acronyms (“upper case words”, ie. NCAA) that are not listed in the **Vocabulary Editor**.

Description: Optional. Usually the command name is descriptive enough.

Group: Unless you have already organized commands into multiple groups, simply enter your first name for the group. This will make the command easier to locate if you need to revise it using the Command Browser.

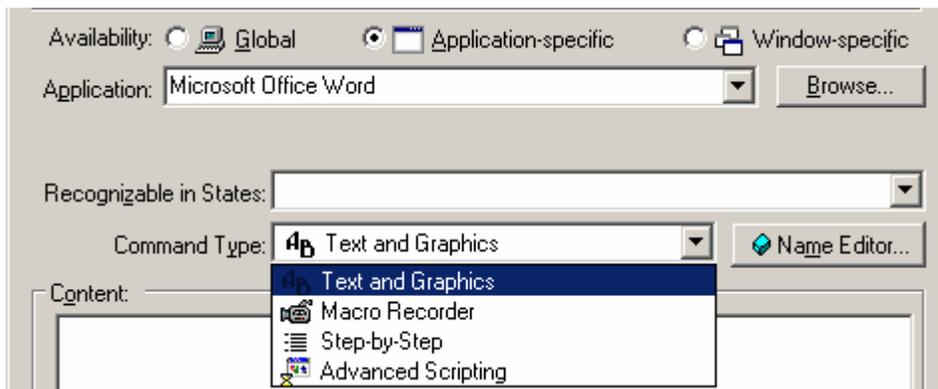
Availability: If the command will only work in the intended application (such as MS Word), then select “Application-specific” and choose the appropriate application from the drop list provided. Otherwise, leave as “Global”.



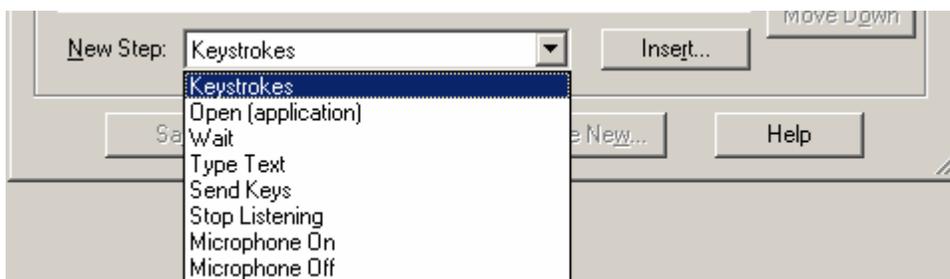
Note: Only applications that are currently open on your computer will be displayed.

Recognizable in State: Advanced option. Leave blank.

Command Type: Select “Step-by-Step” from the Drop Down list.



New Step: A Step-by-Step command can consist of eight different step types. For most situations, only two are required and for a few more, a third may be required.

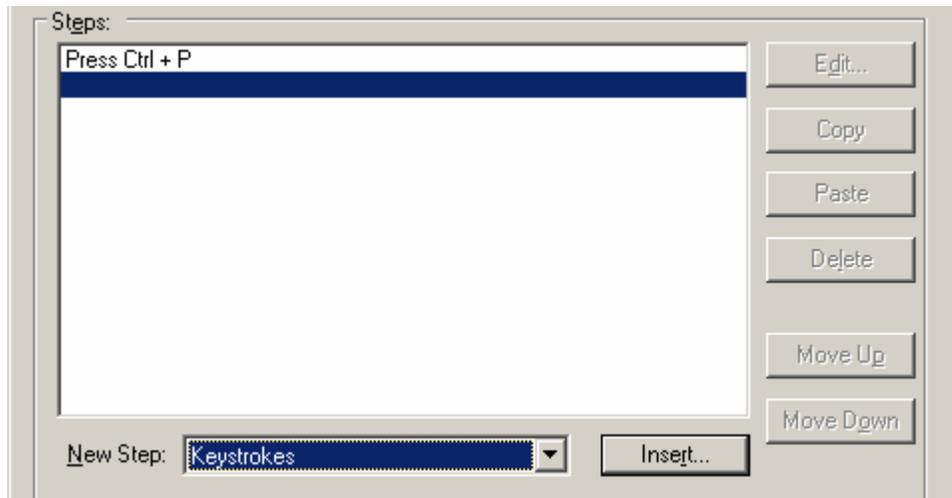


- **Keystrokes:** Used to press most any key on the keyboard as part of the command. This type step is used for Enter, Tab, Right, End, Function , Alt, Shift and Control keys, etc.
- **Type Text:** Used to type words, characters, spaces and punctuation.
- **Wait:** If there is a delay between one screen and the next, a “Wait” may be required so that the proper screen is displayed before the

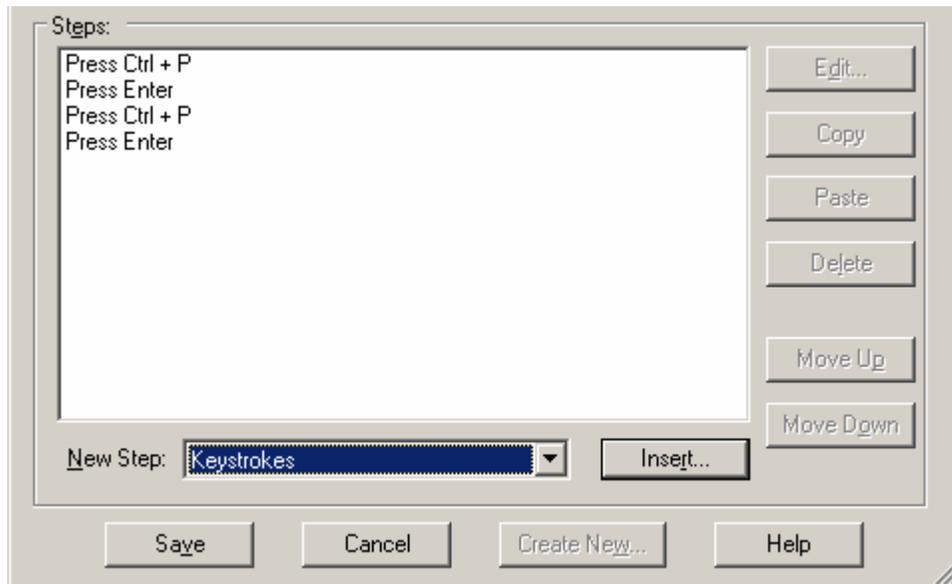
command continues. The length of the wait depends on the situation and is a “trail and error” process to determine the best setting.

Building the Command

1. To start, select the appropriate step type, then click **Insert**.
 - **Type Text:** Type the desired text (characters & spaces)
 - **Keystroke:** Simply press the desired key
2. Click **OK**



3. If appropriate, select the next Step type, click **Insert**, complete and click **OK**.
4. Repeat step 2 until all the keystrokes have been completed.



5. Click **Save**

The command should now be available to use.

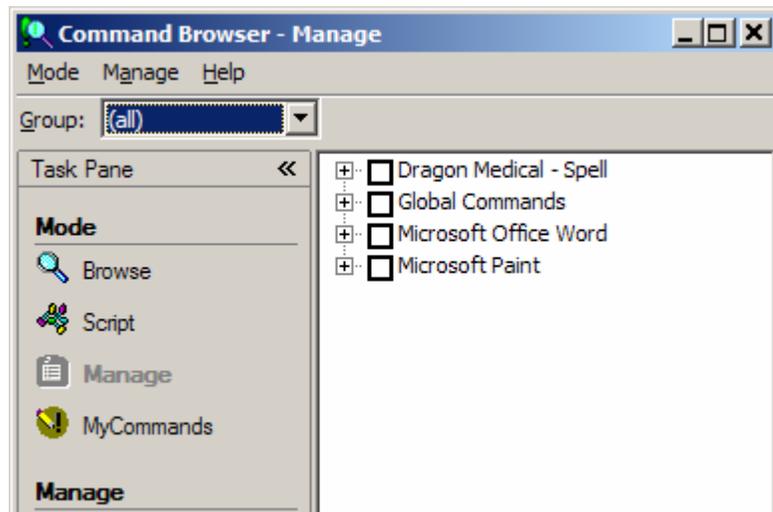
Revising Commands

Use the **Command Browser** to delete and revise existing commands and to clone existing commands into new commands with similar keystrokes.

1. Start the **Command Browser** using one of the following methods:
 - **By voice:**
“Start Command Browser”
 - **By Mouse/Keyboard/Voice:**
DragonBar, Tools, Command Browser

2. Click **Manage** Mode.

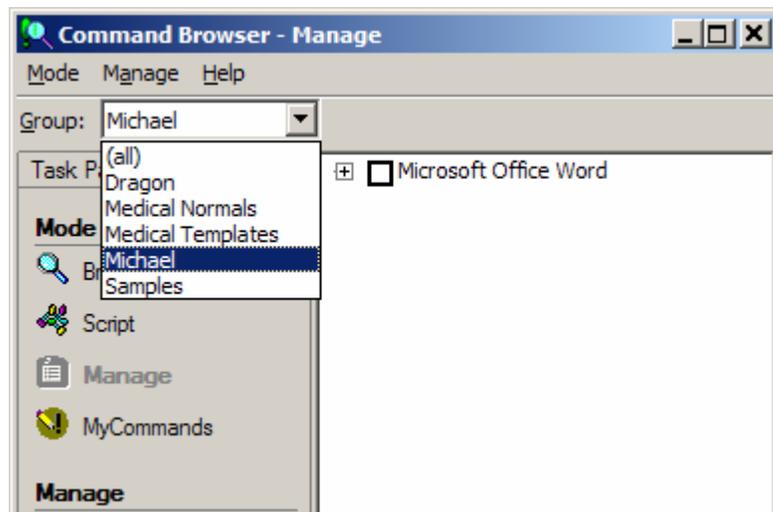
If the **Task Pane** options are not listed on the left side, click **Task Pane >>** to expand the **Task Pane** panel.



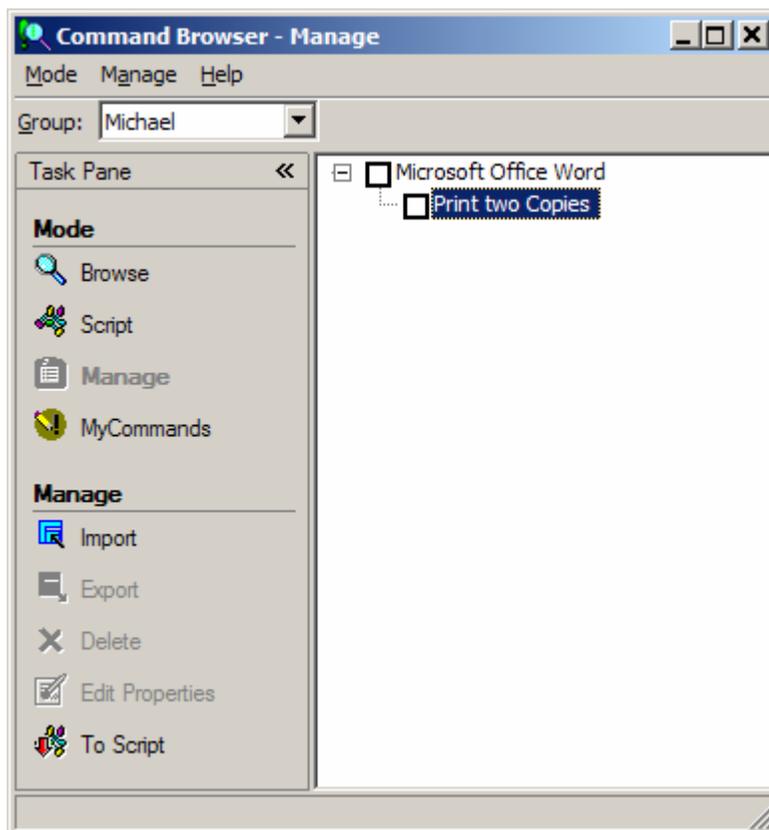
Note 1: The mode that is grayed out is the currently selected mode.

Note 2: The **MyCommands** mode and other **“Medical”** options are only available in the Dragon 10 and later Medical versions.

3. Select your name (or the appropriate group) from the **Group** drop down list.



4. Click the “+” next to Global or the Application Name to display the commands available in that application group.
5. Select the Command to be Edited.



6. Click **To Script** at the bottom of the **Task Pane**.
7. Click **Edit**, **Delete**, or **New Copy** (clone) as appropriate.
8. Step-by-Step command steps can be edited, deleted or inserted
 - **To Delete a step:** click the step to be deleted, then click **Delete**
 - **To Edit a step:** click the step to be edited, then click **Edit**
 - **To Insert a Step:** select the step where the new step is to be inserted, then click **Insert**
9. After the revisions, click **Save**

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